



AANP Guidelines for Successful Committee Engagement (applies to all Board, Staff, and HoD Committees)

Committee Governance Policies (Hard Rules)

(adapted from Bylaws, Board Governance and House of Delegates Rules)

1. Board Committee Chairs are appointed by the Board President, are subject to Board approval, and should be elected members of the board except in extraordinary circumstances where a non-board individual has a unique and currently essential skill set. House Committee Chairs are appointed by the Speaker of the House. Staff Committee Chairs are selected by the Executive Director or their staff delegate. Committee Chairs should be AANP members.
2. Committees must have a minimum of three committee members including the Chair, with one exception outlined below. No maximum number of committee members is defined in bylaws, with - one exception- outlined below. The Chair should take care to make sure the committee can effectively do it's work with the number of committee members considered. Exceptions to number of committee members are:
 - a. Nominating Committee must have at least 5 qualified members;
 - b. The HoD Agenda Development Committee can have no more than 7 members.
3. Committees cannot exercise authority over staff. Staff are only under the direction and authority of the Executive Director/CEO.
4. Committees follow Robert's Rules of Order.
5. Quorum for a committee to conduct business is a majority of voting members of the committee.
6. Majority vote on issues brought up by the committee constitutes the committee's position on such issues. The position is submitted to the AANP BOD for consideration and possible actions, or in the case of the House, is submitted to the Speaker and/or the Delegates before being submitted to the House of Delegates.
7. Votes may be taken by email or online survey if the motion is clearly stated, there is a deadline for the vote, and committee members have agreed to vote electronically.
8. Committees may not speak for the board and have no decision-making authority for the AANP unless specifically authorized by the Board.

9. Role of Board Committee Chair is to:
- Convene and lead committee meetings, or cancel them if there is no active work to be done;
 - Set the agenda for the meetings in conjunction with staff as appropriate;
 - Provide brief reports to the Board of Directors, including accomplishments, policy recommendations if indicated and/or budgetary recommendations.
 - Submit meeting minutes to staff/Board

Additional guidelines advised for Committee Chairs:

- Check in with staff 1 week prior to upcoming meetings to provide agenda and/or materials;
- Take minutes, or delegate a designated committee member to take minutes;
- Create and implement a mini workplan for committee as guided by the AANP's Board of Directors, Strategic Plan and Work Plan, including the top 2-3 priorities for each quarter.
- Decide upon the optimum number of participants in the committee, special skill requirements or qualifications, and review/create job descriptions if appropriate and/or needed.

10. Role of Committee/Sub-Committee/Task Force Member:

- Must be an active AANP member (for Board/Staff Committees) or delegate (for HoD Committees), with few exceptions allowable for staff of academic institutions (the institution is the member) and pre-licensed state work;
- Works toward fulfilling the group's goals
- Actively participates in the work of the group
- Reports to the Chair and actively participates in the work of the group;
- Provides thoughtful input to the deliberations of the group;
- Focuses on the best interests of the association and the group rather than on personal or constituent interests.

Additional guidelines advised for Committee Chairs:

- Attends as many meetings as possible and informs the chair if unable to attend.

Committee Best Practices

- Committee chairs should maintain an accurate roster and distribution list, shared with staff, that only comprises people who have been verified as eligible. Committee chairs to inform staff of any changes as they occur.

- Committee chairs should designate a vice-chair to assist with agenda development, taking minutes, and leadership continuity.
- New committee members must be proposed to the Chair AND vetted by AANP staff (for membership and/or delegate status) before they are invited to attend a committee meeting.
- All committees must follow Robert's Rules per AANP's governance policies. This means a committee must have a quorum to make decisions. As long as there is a quorum, the committee should conduct business, even if there are members missing. Committees that have quorum can take votes.
- All committee meetings must be announced in advance with X days after appropriate scheduling that attempts to achieve the highest numbers of committee members able to participate. Scheduling should include AANP staff.
- Committees should take minutes to record the work of the committee, and minutes should be conveyed to AANP staff for archiving and posting to the appropriate committee, group, or delegate portals.
- Guests invited to committees cannot vote and Chairs should be cognizant of not allowing guests the ability to take over the discussion of the meeting or unduly influence committee members.
- Attendance at committee meetings is essential for effective work and discussion. More than two unexcused consecutive absences from committee meetings may be deemed to constitute automatic resignation from the committee and the Chair may act accordingly to remove the non-participating member from the committee roster and communications.